



Reopening Brown County

Recommendations from
Public Health

August 2020



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Brown County
Health & Human Services



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De Pere Health Department

Appendix B: Lodging Facilities Guidance

The local health agencies in Brown County are a resource that may be used by all businesses countywide. The following guidance is being provided to promote the safety of your employees and patrons, as well as to further a successful reopening. Please don't hesitate to contact us with specific questions regarding our guidance that relate to your business operation, and please continue to comply with all applicable Federal, State and Local laws, rules and regulations. You can do your part to prevent the spread of COVID-19 by implementing the following recommendations:

Enhanced Cleaning Recommendations for your Facility

In addition to ongoing training on best practices for cleaning and sanitation, lodging facilities should implement updated standards for their guests and staff, which should include:

- Where practicable, clean high touch areas hourly. These areas include doorknobs, handles, handrails, elevator components, front desk counter, payment pads, computers, etc.
 - Use EPA approved disinfectants for COVID-19. The list can be found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Guest room surfaces should be disinfected between guests, including doorknobs, switches, remotes, hard surfaces of furniture, and guest bathrooms.
- Launder all bedding and towels in between each guest
 - Wash at warmest water setting and machine dry all towels and linens.
- Housekeeping carts/tools should be sanitized at the beginning and end of each shift.



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- Discourage staff from sharing work tools and equipment (cleaning carts).
- Provide hand sanitizer at entry points and reception areas. Touchless dispensers are recommended, but pump bottles may also be used.
- Post signage that encourages social distancing and cough and sneeze etiquette at all entrances and common areas.
- Social distancing should be maintained between staff as well as with patrons. The facility should ensure that proper social distancing is maintained.
- Use floor markings to indicate a 6-foot separation in the front lobby, break rooms and other common areas.

Recommendations for Meetings and Conferences within Lodging Facilities

The capacity of meeting and conference rooms should be reduced based on the ability to ensure adequate physical distancing of at least 6 feet between total number of attendees, including staff. If six feet is not possible, limit those areas to same household members.

- Factors that may affect capacity include but are not limited to:
 - Room layout
 - Type of seating/table arrangement
 - Reduce or remove seating to encourage physical distancing. Seating examples may include:
 - Theater style seating - allow three feet between each chair (or instruct guests to sit in every other chair if the Fire Marshall requires chairs to be connected.)
 - Classroom set up - set a maximum of two guests per six-foot table.
 - U-shape set up - set a maximum of two guests per six-foot table.
 - Conference style set up - set a maximum of two guests per six-foot table.



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- Banquet rounds - set a maximum of six guests per six-foot round, or five guests per five-foot round.
- Reception set up - set all tables at least six feet apart with no more than two chairs per cocktail round.
- Recommend one way entry/exit per physical entry to reduce human traffic flows through restricted entry points.
- Provide standing space in the rear of the room for self-distancing.
- Where practical, alter event itineraries to stagger event attendance to reduce number of attendees in common areas.
- Bottled water and prepackaged snacks should replace all self-service food items.
- Require staff to wear cloth masks and encourage participants to do the same.
- Post notices that identify the symptoms of COVID-19 encouraging those who have symptoms not to attend.
- Recommend the use of additional staff to monitor and encourage patron physical distancing.
- Frequently touched surfaces should be disinfected prior, during (at least hourly), and at the end of the event.
- Recommend the use of sign in sheets (or other attendee tracking mechanism) to keep record of all attendees and approximate arrival and departure times. This may be utilized for contact tracing if an outbreak occurs.
- Where practical, install touchless (or hand actuated, when touchless are not available) hand sanitizing stations throughout the facility and at entry/exit points. Hand sanitizer must contain at least 60% alcohol.
- Stagger break times to reduce congregating in halls, restrooms, and other common areas.
- Recommend implementing a "no penalty" cancellation policy to discourage sick attendees from holding or attending at event.



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Recommendations Regarding Clean Hands: Prevent the Spread of Disease

All employees should be provided with education on proper handwashing procedures, which include: wet, lather, scrub, rinse and dry. Wash hands with soap and warm water for at least 20 seconds. Hand washing can reduce the spread of COVID-19. Encourage employees to wash hands before/after eating, after using the restroom or after coughing/sneezing.

- Discourage staff from sharing work tools and equipment (cleaning carts).
- Provide hand sanitizer at entrance points and reception areas. Touchless dispensers are recommended, but pump bottles may also be used.
- At this time, there should be no social gatherings in reception or other common areas of the facility, but social distancing should be practiced if there are.
- Post signage that encourages social distancing and cough and sneeze etiquette at all entrances and common areas.
- Social distancing must be maintained between staff as well as with patrons. The facility should ensure that proper social distancing is maintained.
- Use floor markings to indicate a 6-foot separation in the front lobby, break rooms and other common areas.
- Exercise facilities, pools and breakfast buffets cannot be opened until the Safer at Home orders are lifted for the respective facilities.

Stay Healthy/Stay Home When Sick Recommendations

- Prohibit sick employees from working.
- Have employees self-monitor for COVID-19 symptoms, such as: shortness of breath, cough, and fever.



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- Businesses may want to consider a legally compliant policy or practice to screen employees for illness prior to entry and have policies in place that reinforce employees to stay at home if sick.
- Provide PPE to protect employees. An example is the use of a cloth face mask. These are designed to protect the people around the individual wearing the mask.
- Masks should fit over the nose and mouth, and should fit snugly and comfortably around the side of the face.
- Masks should be properly secured and should include multiple layers of fabric.
- Manufacturer instructions should be followed regarding reusable masks, which may include laundering masks with warm/hot water, and machine drying them, after each shift.
- Masks should be replaced if they become wet or soiled during a work shift.
- Employees should be encouraged to not touch their mask to discourage disease transmission.
- You should have a sickness policy that is available and clearly understood by all employees regarding when to stay home from work. Employees should not be punished or reprimanded if calling in sick for an excusable illness.

In addition, we advise you to monitor guidance and directives from the Federal Centers for Disease Control and Prevention (CDC), the Federal Health and Human Services Department, the State Department of Health Services, and the Wisconsin Governor's office.

If you have questions about these guidelines and how they may be applied to your facility, please don't hesitate to contact your local public health agency.



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